




Department of Energy
Washington, D. C. 20585

November 16, 2004

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

October Working Capital Fund Billing

This memorandum transmits the October 2004 charges to your program for the Working Capital Fund. As a result of the Continuing Resolution (CR) this billing with the November bill will be forwarded to Chief Financial Officer for entering into DISCAS and MARS in time to be recorded for the November, 2004 fiscal accounting month.

Board Meeting

The next meeting of the Working Capital Fund Board will be on Wednesday, November 17, 2004 at 1:30 PM in Forrestal Room 8E-089. The primary purpose of the meeting will be to review the annual financial report of the Fund Manager for FY 2004, along with planned Fund Manager actions on FY 2005 pricing. The Fund will report net earnings of \$1.3 million in FY 2004 on revenues of \$97 million. We will also receive progress reports from new business segments that joined the Fund during FY 2004 and from the Technical Advisory Committee of the IT business lines.

Initial Payments for FY 2005

The Department is currently operating under a Continuing Resolution (CR) subsequently, the Fund has been using carry-over funding from FY 2004 to continue operations in FY 2005. If the CR is extended beyond November, please ensure that adequate funding is available in your AFP in time to cover your WCF requirements for two months in early December (October and November billings).

Please provide normal funding levels once the FY 2005 Appropriations become available. Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a

continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available." **CFO Guidance issued September 1998**, "Working Capital Fund, Administrative Control of Funds."

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities.

FY 2005/ 2006 Budget Guidance

By memo dated May 4, 2004 the Fund Manager revised guideline estimates for the FY 2006 Corporate Review Budgets. A minor correction to guideline estimates was made subsequent to the May 4 memo; the revised version can be found on our Web page (<http://www.wcf.doe.gov/>). The estimates provided are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff; you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

Estimates for FY 2005 have not been revised since that budget is currently before Congress; however, the estimates provided for formulation of the congressional request are generally still applicable. The FY 2005 Congressional Budget Request guidance is available on our Web Page at <http://www.wcf.doe.gov/>.

In early December 2004, after the WCF Board meeting, we will update FY 2005 and FY 2006 budget estimates to provide you with our most recent information based on OMB passback for the Congressional Budget Request.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

Table I Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.

October Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of October both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes 1/12 of the **annual** (\$11,880 per mail stop) charge for internal distribution services per mail stop assigned to your organization. The enclosed bill includes charges for outgoing metered mail and express mail incurred during October.

Photocopying - This bill reflects charges for actual October usage. Per copy rates remain unchanged at 2.8 cents for central and staffed facilities; 1.5 cents for dedicated copiers; 50.0 cents for color copies. Rates for digitalization services are: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during October. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2004.

Building Occupancy – The October bill include a rental charge equal to 1/12 of the full annual estimate for space assigned to your organization as of October 1, 2004. This bill also includes charges for non-standard space alterations, utilities, office relocations, and other E&F services requisitioned and performed prior to October 25.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during October in addition to charges for help desk services based on actual usage. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Telephones - The October bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for August. For most programs this should represent small charges or credits for October. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - October charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. October charges for DOEnet are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of October.

Purchase Card Surveillance – The October bill includes 1/12 of the annual charge related to purchase card surveillance based on rebates collected by customers from their use of the purchase card rebate program during FY 2004.

Payroll Processing - October charges are for one-twelfth the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2005.

Corporate Human Resource Information System (CHRIS) – October charges are for one-twelfth the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2005.

Corporate Training Services (CTS) formerly, On-Line Learning Center (OLC) –

This bill includes actual costs for professional skills training taken during October. The enclosed bill also includes fixed operating and maintenance costs for the OLC. Fixed operating and maintenance costs are allocated to program offices based on their participation in the OLC business during FY 2004.

Project Management Career Development Program (PMCDP) – No charges for PMCDP is included in the October bill. Charges for this Business will be billed to customers in future billings.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2005 edition of the WCF Guide to Services, Policies and Procedures;
- FY 2005/FY 2006 Budget Projections;
- The monthly summary billing tables with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The new Web Page address is: <http://www.wcf.doe.gov>

Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

| BUSINESS LINE | BILLING CONTACT | TELEPHONE |
|---|-----------------|----------------|
| Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying | John Harrison | (202) 586-3611 |
| Information Management: Telephones Desktop Services Networking | Ann Warnick | (301) 903-3056 |
| Contract Closeout | Jeff Rubenstein | (202) 287-1516 |
| Payroll Processing | Jerry Odegard | (301) 903-4934 |
| Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS) | Tanya Luckett | (202) 287-1655 |
| Project Mgt. Dev. Program (PMCDP) | Wanda Chambers | (202) 586-8114 |
| Billing Process and Policies | Bob Emond | (202) 586-2354 |

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

| <u>PROGRAM</u> | <u>ADDRESSEE</u> | <u>COPY</u> |
|--------------------------|-------------------|--------------|
| BCA | B. Gilmore | D. Cavanagh |
| BPA | R. Seifert | |
| CI | L. I. Brown | |
| CN | Z. Acree | S. Steffe |
| DR | C. Iager | |
| EA | H. Kenchington | |
| ED | L. Rudnick | |
| EE | D. Smith | |
| EH | V. Parham | C. Kilian |
| EIA | N. Burnette | |
| EM | J. Simpson | B. Male |
| FE | C. Roy | G. Stern |
| GC | D. Bullington | |
| HG | R. Tedrow | P. Spencer |
| IG | J. Fonville-Noels | |
| IM | A. Warnick | |
| IN | L. Cain | |
| LM | M. Owen | M. Mescher |
| ME/AB/AS | F. Feiner | |
| NA | S. Minnick | J. Trainor |
| NE | N. Miller | L. Soo Hoo |
| NR | J. Merritt | |
| OA | L. Gasperow | C. Feldmeyer |
| PA | L. I. Brown | |
| PML | M. Livingston | G. Herrera |
| PI | J. Mathis | S. Rush |
| RW | L. Barrett | D. LeVan |
| SC | B. Swain | J. Kelley |
| SO | T. Fox | D. Friis |
| TD | P. Trottier | |
| WH | M. Dillon | |
| Office of Budget (ME-30) | J. Luczak | |

WCF BOARD MEMBERS

| <u>PROGRAM</u> | <u>ADDRESSEE</u> | <u>PROGRAM</u> | <u>ADDRESSEE</u> |
|----------------|-------------------|----------------|-------------------|
| CFO | S. Grant | NE | W. Magwood |
| CIO | R. Parkes | NA | L. Brooks |
| EE | D. Garman | SP | G. Podonsky |
| EH | J. Shaw, Acting | PI | V. DeVito, Acting |
| EI | G. Caruso | SC | R. Orbach |
| EM | P. Golan, Acting | LM | M. Owen |
| FE | M. Maddox, Acting | GC | L. Otis |
| RW | M. Chu | PMA | R. Porter |

memorandum

DATE:

TO:

Working Capital Fund, ME-15

FROM:

(Program Office)

SUBJECT:

Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a 'first incurred' or 'most imperative' basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified.

It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

| | <u>Funding Class I</u> | <u>Funding Class II</u> |
|--------------------------------------|-------------------------------|--------------------------------|
| Appropriation: | _____ | _____ |
| Allotment Symbol: | _____ | _____ |
| Fin Plan/Fund Type: | _____ | _____ |
| B&R (1 st six positions): | _____ | _____ |
| Amount This Action: | _____ | _____ |
| Total Payment YTD: | _____ | _____ |

CC: Phil Pegnato, ME-14

Summary of Current Month Bill - October, 2004
(WHOLE DOLLARS)

TABLE IA

| BILLING CYCLE | MONTHLY | MONTHLY | ANNUAL | | MONTHLY | MONTHLY | MONTHLY | | MONTHLY | QUARTERLY | MONTHLY | | MONTHLY |
|------------------|----------------|----------------|----------------|----------------|----------------------|-----------------------|---------------|--------------------------|------------------------|-------------------|--------------------|-----------------------------|--------------------|
| ORG CODE | SUPPLY | MAIL | MAIL DISTRIB. | TOTAL MAIL | DEDICATED COPIERS | CENTRAL FACILITIES | DIGITAL | TOTAL COPYING SERVICE | PRINTING & GRAPHICS | BLDG OCCUPANCY | BLDG ALTERATION | TOTAL BUILDING OCCUPANCY | DESKTOP SUPPORT |
| AB | 97 | 242 | 2,377 | 2,619 | 110 | 593 | 1 | 704 | 2,564 | 11,952 | | 11,952 | |
| BCA | | 23 | | 23 | 24 | | | 24 | | 8,556 | | 8,556 | |
| BPA | 63 | 10 | 1,690 | 1,700 | | | | 0 | 486 | 9,435 | 75 | 9,510 | |
| CI | 2,298 | 146 | 4,754 | 4,900 | 510 | 94 | | 604 | 428 | 44,251 | | 44,251 | 1,178 |
| CN | 2,266 | 534 | 2,377 | 2,911 | 865 | 1,537 | | 2,402 | 444 | 80,021 | | 80,021 | 98 |
| DR | 101 | 29 | 2,377 | 2,406 | | 29 | | 29 | 68 | 7,618 | | 7,618 | 775 |
| EA | 337 | 69 | 2,377 | 2,446 | 80 | | | 80 | 674 | 21,737 | | 21,737 | |
| ED | 2,102 | 431 | 7,131 | 7,562 | 211 | 413 | | 623 | 2,755 | 36,329 | | 36,329 | |
| EE | 17,254 | 11,861 | 2,377 | 14,238 | 2,706 | 4,571 | 28 | 7,305 | 40,133 | 355,545 | | 355,545 | 3,454 |
| EH | 7,096 | 6,346 | 4,754 | 11,100 | 3,771 | 4,672 | | 8,443 | 2,353 | 457,512 | 724 | 458,236 | 3,965 |
| EI | 13,644 | 6,041 | 2,955 | 8,996 | 1,680 | 4,007 | | 5,687 | 50,136 | 505,455 | 2,241 | 507,696 | |
| EM | 15,669 | 1,593 | 7,131 | 8,724 | 5,393 | 587 | 13 | 5,992 | 2,933 | 367,048 | 20 | 367,068 | 3,574 |
| FE | 14,160 | 2,159 | 4,054 | 6,213 | 2,067 | 4,680 | | 6,747 | 55,834 | 175,476 | 2,364 | 177,840 | 761 |
| GC | 5,028 | 430 | 5,943 | 6,373 | 751 | 916 | | 1,667 | 2,912 | 200,787 | | 200,787 | 68 |
| HG | 746 | 510 | 2,377 | 2,887 | 609 | 2 | | 611 | 759 | 51,499 | | 51,499 | 325 |
| IG | 4,467 | 2,527 | 4,754 | 7,281 | 244 | 797 | | 1,042 | 6,232 | 99,014 | | 99,014 | 509 |
| IM | 10,372 | 448 | 9,509 | 9,957 | 663 | 2,527 | | 3,190 | 1,311 | 306,723 | 820 | 307,544 | 20,478 |
| IN | 6,938 | 59,918 | 2,377 | 62,295 | 1,374 | 0 | | 1,374 | 747 | 154,870 | 14,400 | 169,270 | |
| LM | 2,500 | 376 | 2,377 | 2,753 | 95 | 408 | 9,641 | 10,144 | 154 | 30,428 | | 30,428 | 298 |
| ME | 37,002 | 10,665 | 65,368 | 76,033 | 14,552 | 14,790 | 1,751 | 31,093 | 21,926 | 896,288 | 3,095 | 899,383 | 11,746 |
| NA | 43,426 | 113,091 | 14,264 | 127,355 | 8,264 | 5,452 | | 13,716 | 11,803 | 1,005,080 | 605 | 1,005,685 | 8,279 |
| NE | 4,617 | 542 | 5,629 | 6,171 | 1,215 | 1,073 | | 2,288 | 1,505 | 127,319 | 3,100 | 130,419 | 892 |
| NR | | 3 | | 3 | 67 | | | 67 | | 81,384 | | 81,384 | |
| OA | 4,345 | 376 | 2,377 | 2,753 | 1,147 | 74 | | 1,221 | 347 | 51,500 | | 51,500 | 116 |
| PA | 601 | 1,121 | 6,444 | 7,565 | 1,286 | 13,514 | | 14,800 | 5,740 | 36,075 | | 36,075 | 412 |
| PI | 4,245 | 294 | 2,377 | 2,671 | 1,313 | 1,064 | | 2,377 | 2,413 | 109,980 | | 109,980 | 3,454 |
| RW | 9,736 | 1,221 | 2,377 | 3,598 | 550 | 37 | | 588 | 1,628 | 95,895 | | 95,895 | 397 |
| S | 3,233 | 464 | 2,377 | 2,841 | 38 | 17 | | 55 | 4,363 | 59,251 | | 59,251 | 713 |
| SC | 18,377 | 8,011 | 4,754 | 12,765 | 1,462 | 4,372 | | 5,835 | 36,358 | 230,189 | 200 | 230,389 | 210 |
| SO | 10,515 | 4,716 | 7,131 | 11,847 | 23,101 | 5,555 | | 28,656 | 3,695 | 286,498 | 25,407 | 311,905 | 8,507 |
| TD | 341 | 119 | 2,377 | 2,496 | | 9 | | 9 | 57 | 28,257 | | 28,257 | 368 |
| WAPA | 267 | 10 | 1,677 | 1,687 | | | | 0 | 1,163 | 10,048 | | 10,048 | 41 |
| FO | 0 | | | 0 | | | | 0 | | | | 0 | |
| TOTAL | 241,846 | 234,326 | 188,843 | 423,169 | 74,148 | 71,790 | 11,434 | 157,373 | 261,921 | 5,942,020 | 53,050 | 5,995,070 | 70,617 |

Summary of Current Month Bill - October, 2004
(WHOLE DOLLARS)

TABLE IB

| BILLING CYCLE | MONTHLY | MONTHLY | | MONTHLY | ANNUAL | MONTHLY | | MONTHLY | ANNUAL | QUARTERLY | MONTHLY | | ANNUAL | ANNUAL | |
|------------------|----------------|---------------------|------------------------|----------------|-------------------------------|----------------------|-------------------|--------------------|----------------|------------------------------|--------------------------------------|--|----------|----------------------------|------------------|
| ORG CODE | PHONE USAGE | TELEPHONE INFRA. | TOTAL PHONE SERVICE | NETWORK | PURCHASE CARD SURVEILLANCE | CONTRACT CLOSEOUT | TOTAL CONTRACT | PAYROLL PROCESS | CHRIS | ONLINE LEARNING CENTER | TRAINING DELIVERY AND SERVICES | TOTAL CORPORATE TRAINING SERVICES | PMCDP | INDIRECT FUND ADMIN. | MONTHLY TOTAL |
| AB | -132 | 587 | 455 | 380 | | | 0 | 59 | 67 | | | 0 | | 0 | 18,896 |
| BCA | 17 | 207 | 224 | 88 | | | 0 | 44 | 50 | 109 | | | | 0 | 9,119 |
| BPA | 1 | 828 | 830 | 1,249 | | | 0 | 0 | 0 | 5,886 | | 5,886 | | 0 | 19,724 |
| CI | 711 | 2,658 | 3,369 | 2,804 | | | 0 | | 403 | | | 0 | | 0 | 60,233 |
| CN | -51 | 6,317 | 6,266 | 1,168 | 0 | 240 | 240 | 397 | 453 | | | 0 | | 0 | 96,665 |
| DR | 0 | 414 | 414 | 351 | 0 | 0 | 0 | 59 | 67 | | | 0 | | 0 | 11,887 |
| EA | -828 | 1,036 | 207 | 1,052 | 0 | 440 | 440 | 235 | 268 | | | 0 | | 0 | 27,476 |
| ED | 57 | 3,176 | 3,233 | 2,863 | 0 | 0 | 0 | 455 | 520 | | 200 | 200 | | 0 | 56,643 |
| EE | -2,530 | 28,272 | 25,742 | 50,244 | 1,414 | 320 | 1,734 | 7,418 | 8,472 | 736 | 500 | 1,236 | | 0 | 532,776 |
| EH | -300 | 28,859 | 28,559 | 30,349 | 0 | 240 | 240 | 2,953 | 3,372 | 7,521 | 800 | 8,321 | | 0 | 564,987 |
| EI | -1,617 | 30,585 | 28,968 | 380 | 0 | 560 | 560 | 5,347 | 6,107 | 5,341 | 3,300 | 8,641 | | 0 | 636,161 |
| EM | -1,526 | 30,619 | 29,093 | 54,758 | 5,040 | 4,960 | 10,000 | 20,344 | 23,235 | 35,779 | 1,600 | 37,379 | | 0 | 578,770 |
| FE | 135 | 14,878 | 15,013 | 33,088 | 956 | 240 | 1,196 | 13,646 | 15,585 | 5,232 | 2,100 | 7,332 | | 0 | 347,415 |
| GC | -130 | 11,737 | 11,607 | 6,864 | 0 | 0 | 0 | 2,203 | 2,516 | 3,119 | 100 | 3,219 | | 0 | 243,245 |
| HG | 3 | 1,761 | 1,763 | 1,285 | 0 | 0 | 0 | 382 | 436 | | | 0 | | 0 | 60,694 |
| IG | -141 | 5,834 | 5,692 | 4,469 | 0 | 800 | 800 | 3,804 | 4,345 | 7,085 | 1,400 | 8,485 | | 0 | 146,141 |
| IM | -7,019 | 24,475 | 17,456 | 23,543 | 0 | 960 | 960 | 1,601 | 1,829 | 1,635 | 1,500 | 3,135 | | 0 | 401,375 |
| IN | -5,488 | 7,146 | 1,657 | 204 | 0 | 0 | 0 | 889 | 1,308 | | 200 | 1,508 | | 0 | 244,884 |
| LM | 121 | 1,726 | 1,847 | 5,366 | 0 | 0 | 0 | 1,072 | 1,225 | 109 | 1,100 | 1,209 | | 0 | 56,995 |
| ME | 1,545 | 74,770 | 76,315 | 72,720 | 2,139 | 7,680 | 9,819 | 9,034 | 10,318 | 9,810 | 248,040 | 257,850 | | 0 | 1,513,239 |
| NA | -6,690 | 68,522 | 61,832 | 104,507 | 3,019 | 1,040 | 4,059 | 30,979 | 35,382 | 11,881 | 2,500 | 14,381 | | 0 | 1,461,404 |
| NE | 2,063 | 10,149 | 12,212 | 12,809 | 2,234 | 0 | 2,234 | 6,052 | 6,912 | 2,398 | 200 | 2,598 | | 0 | 188,709 |
| NR | 49 | | 49 | | 0 | 0 | 0 | 2,644 | 3,020 | | | 0 | | 0 | 87,167 |
| OA | 11 | 5,109 | 5,120 | 4,352 | 0 | 0 | 0 | 690 | 788 | | | 0 | | 0 | 71,233 |
| PA | -90 | 2,589 | 2,499 | 1,840 | 0 | 0 | 0 | | 419 | | | 0 | | 0 | 69,952 |
| PI | -1,492 | 7,456 | 5,964 | 7,244 | 0 | 240 | 240 | 1,322 | 1,510 | 545 | 200 | 745 | | 0 | 142,165 |
| RW | -799 | 7,974 | 7,176 | 7,091 | 0 | 0 | 0 | 2,615 | 2,986 | | | 0 | | 0 | 131,709 |
| S | 3,707 | 6,524 | 10,231 | 3,710 | 0 | 0 | 0 | 441 | 503 | | | 0 | | 0 | 85,341 |
| SC | -565 | 26,511 | 25,946 | 30,296 | 2,445 | 240 | 2,685 | 16,628 | 18,991 | 4,033 | 2,900 | 6,933 | | 0 | 405,413 |
| SO | -428 | 37,730 | 37,302 | 17,864 | 0 | 0 | 0 | 2,071 | 2,684 | 9,936 | 300 | 10,236 | | 0 | 445,282 |
| TD | -47 | 1,001 | 954 | 964 | 0 | 0 | 0 | 279 | 319 | | | 0 | | 0 | 34,044 |
| WAPA | -22 | 587 | 564 | 9,710 | 0 | 0 | 0 | 23,223 | 26,524 | 2,834 | | 2,834 | | 0 | 76,062 |
| FO | | | 0 | | 0 | 0 | 0 | | | | | 0 | | 0 | 0 |
| TOTAL | -21,476 | 450,037 | 428,561 | 493,612 | 17,247 | 17,960 | 35,207 | 155,998 | 180,196 | 115,297 | 266,940 | 382,237 | 0 | 0 | 8,825,807 |